



Defense Travel Management Office



WELCOME

T-225: Trip Changes & Cancellation in DTS



T-225 COURSE OVERVIEW

Topic: Itinerary Changes & Trip Cancellation in DTS

Time: 60 minutes

Target Audience:

Travelers, NDEAs, Routing Officials
(including Authorizing Officials)

Pre-Requisites:

T-101: Document Processing – Authorization

T-102: Document Processing – Voucher

OR

Equivalent DTS Experience



TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

If problem persists call the DISA Help Desk



ATTENDANCE CREDIT

ADOBE® CONNECT™



T-106 TAC & TraX Overview

SELECT: GUEST☒ Enter as a GuestName ☐ Enter with your login and password**ENTER:****▪FULL NAME****▪SERVICE or AGENCY INITIALS
ONLY****▪KEEP IT SIMPLE****EXAMPLES:****Lynn Green / USA****John Blue / USAF****Betty Silver / DISA****Dave Brown / USN****Barb Yellow / DFAS****Greg Orange / USMC*****IMPORTANT***

To be able to enter DCO Connect rooms, your machine must meet the following
1. Comply with DoD host conditions to ensure your certificates are up to date.

For a password reset or locked account problem, please email:
disa.columbus.esd.mbx.dco-account-reset@mail.mil

For all other issues email: disa.columbus.esd.mbx.gig-es-support@mail.mil

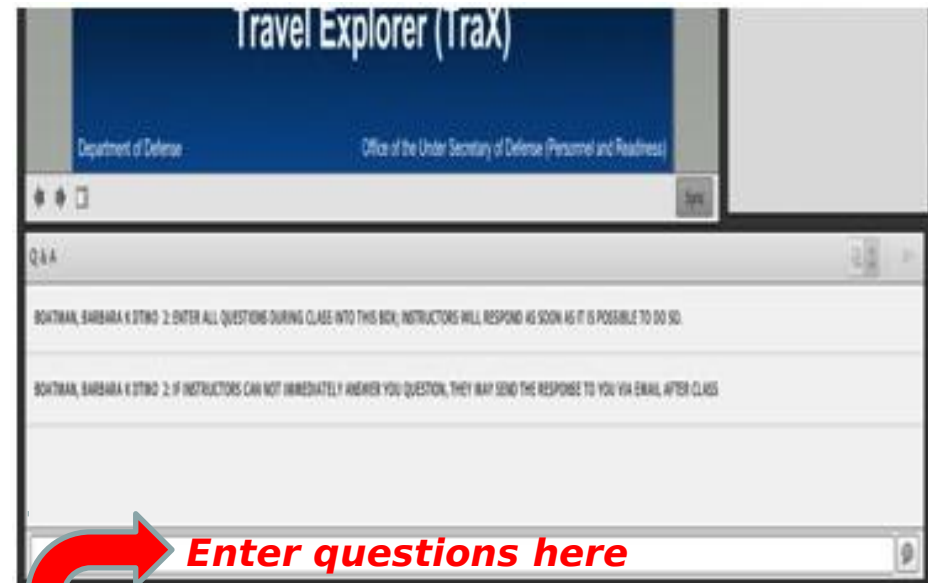
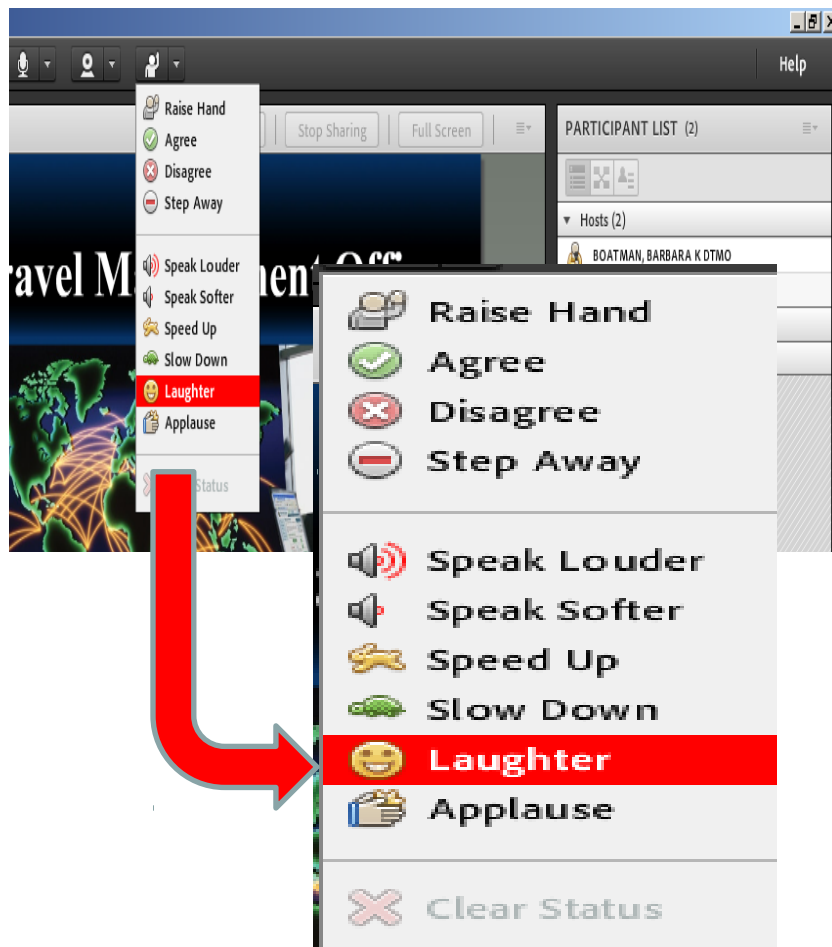
IMPORTANT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to the IS), you consent to the following conditions:
-The USG routinely intercepts and monitors communications on this IS for purposes including but not limited to: penetration testing, COMINT, monitoring network operations and defense, personnel mail conduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
-At any time, the USG may inspect and seize data stored on this IS.
-Communications using or data stored on this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
-This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigations searching or monitoring of the content of privileged communications, or work product related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Help](#)



COMMUNICATING IN CLASS



- **Use chat box for all questions**
- **Most answered during class**
- **Some need post class follow up**



TRAINING OBJECTIVES

- Adjusting a travel document
- Amending a travel document
- Auto-cancel functionality
- Cancellation – No Expenses Incurred
- Cancellation – Expenses Incurred (Signed)
- Cancellation – Expenses Incurred (Approved)



ITINERARY CHANGES OVERVIEW

- Using DTS:
 - Ensures policy compliance
 - Routes travel arrangements to CTO
 - Notifies your AO of the changes
- Last minute or en route itinerary changes:
 - Depending on your local policy, contact your CTO directly
 - Update costs/itinerary on your voucher





ADJUSTMENT vs. AMENDMENT

Adjustments

=

Changes

BEFORE

APPROVED

stamp

Amendments

=

Changes

AFTER

APPROVED

stamp



VIEW/EDIT OR AMEND

Logged In As: [ERIC V WASHINGTON22](#)

Screen ID: 1001.1

[Close Window](#)Traveler Name: [ERIC V WASHINGTON22](#)

Document Type: Authorization

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[View Vouchers](#)[View Local Vouchers](#)[View Group Authorizations](#)

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[» Create New Authorization/Order](#)[» Create Trip Template](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
EWSEATTLEWA022210_A01	02/22/10	POS ACK RECEIVED	000A87	» view	» print	» trip cancel	» amend
EWORLANDOORAN021510_A01	02/15/10	CTO BOOKED		» view/edit	» print	» trip cancel	



VIEW-ONLY MODE

View-Only

Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.


Open Document VIEW-ONLY: ☒

OK

Cancel



TRIP OVERVIEW DATES

**Defense Travel System**
A New Era of Government Travel

ItineraryTravelExpensesAccountingAdditional OptionsReview/Sign

Trip OverviewPer Diem Locations

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: **-OR-** * Enter a Starting Point:

RES: ARLINGTONVA

Search

* Start Date(mm/dd/yyyy): 02/15/2011

Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: **-OR-** * Enter an Ending Point:

RES: ARLINGTONVA

Search

* End Date(mm/dd/yyyy): 02/19/2011

Other Trip Information

Please Note: A **Red Star** (*) indicates a required field.

* Trip Type: AA-ROUTINE TDY/TAD Trip Description (optional):

* Trip Purpose: CONFERENCE ATTENDANC

* Trip Duration:

☐ 12 Hours or Less ☐ >12 - 24 Hours - With Lodging

☐ >12 - 24 Hours - No Lodging ☒ Multi-Day

Authorization Number:

Authorization Date: 10/28/2010
(mm/dd/yyyy)

Trip Number: 1

Comments for Travel Order:

Proceed to Per Diem Locations

Trip Summary

Overall Starting Point

Leave From: ARLINGTON,VA

Edit

Leave: 15-Feb-11

Location 1: ORLANDO (ORANGE),FL

Leave From: ARLINGTON,VA

Edit

TDY/TAD Loc: ORLANDO (ORANGE),FL

Arrive: 15-Feb-11

Leave: 19-Feb-11

Carrier/Flight: US Airways (US) 1189

Edit

Conf/PNR: 123456

Depart: 15-Feb-11 07:15PM
DCA-Washington, DC (USA) (National Apt)

Arrive: 15-Feb-11 09:35PM
MCO-Orlando, FL (USA) (Intl. Apt)

Rental Car: ALAMO

Edit

Airport: MCO - Orlando International Apt, FL (Uni)

Confirmation: ABCD1234678-

Dropoff: 19-Feb-11 10:00AM

Pickup: 15-Feb-11 10:00PM

Overall Ending Point

Leave From: ORLANDO (ORANGE),FL

Edit

Return Loc: ARLINGTON,VA

Arrive: 19-Feb-11

Carrier/Flight: US Airways (US) 3144

Edit

Conf/PNR: 123456

Depart: 19-Feb-11 10:40AM
MCO-Orlando, FL (USA) (Intl. Apt)

Arrive: 19-Feb-11 12:47PM
DCA-Washington, DC (USA) (National Apt)



EXTENDING AND SHORTENING A TRIP

Extending TDY


- 1) Edit Overall Trip End Date
- 2) Edit Location Departure Date(s)
- 3) Edit reservations and expenses

Shortening TDY:

- 1) Edit reservations to fall within new date range
- 2) Edit Location Departure Date(s)
- 3) Edit Overall Trip End Date



PER DIEM LOCATION DATES

**Defense Travel System**
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#) [Trip Overview](#) [Per Diem Locations](#)

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: ARLINGTON,VA
Overall Start Date: 15-Feb-10

[Click Here to Add a Destination in Between](#)

Location 1: ORLANDO (ORANGE),FL
Arrival Date: 15-Feb-10 [Remove](#)
Departure Date: 19-Feb-10

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (*) indicates a required field.

Search by:


Location


State/Country - Location

Zip Code

County Lookup

* Location: Use Location Tools Above

* Arriving On: 02/15/2010 

* Departing On: 02/19/2010 

Overall End Point: RES: ARLINGTON, VA
Overall End Date: 19-Feb-10

[Save This Location](#)

Trip Summary

Overall Starting Point

Leave From:	RES: ARLINGTON,VA	Edit
Leave:	15-Feb-10	

Location 1: ORLANDO (ORANGE),FL

Leave From:	RES: ARLINGTON,VA	Edit
TDY/TAD Loc:	ORLANDO (ORANGE),FL	
Arrive:	15-Feb-10	
Leave:	19-Feb-10	
Carrier/Flight:	US Airways (US) 1159	Edit
Conf/PNR:	123456	
Depart:	0835 - 15-Feb-10 DCA-Washington, DC (USA) (National Apt)	
Arrive:	1103 - 15-Feb-10 MCO-Orlando, FL (USA) (Int'l Apt)	
Rental Car:	ALAMO	Edit
Airport:	MCO - Orlando International Apt, FL (Uni)	
Confirmation:	ABCD1234678-	
Pick-Up:	15-Feb-10 1130	
Drop-Off:	19-Feb-10 1530	

Overall Ending Point

Leave From:	ORLANDO (ORANGE),FL	Edit
Return Loc:	RES: ARLINGTON, VA	
Arrive:	19-Feb-10	
Carrier/Flight:	US Airways (US) 859	Edit
Conf/PNR:	123456	
Depart:	1545 - 19-Feb-10 MCO-Orlando, FL (USA) (Int'l Apt)	
Arrive:	1752 - 19-Feb-10 DCA-Washington, DC (USA) (National Apt)	



CANCEL RESERVATIONS

Logged In As: [ERIC T WASHINGTON-A](#)

Document Name: EWSEATTLEWA122711_A01

Screen ID: 1503.1

[Close Window](#)Traveler Name: [ERIC T WASHINGTON-A](#)

Document Type: Authorization

[Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Cancel Reservations

Welcome back to the Reservations Module. You have changed your TDY information. Would you like to cancel all existing reservations and start again, or manually change/cancel each travel option separately?

[Cancel All and Start Over](#)[Change or Cancel Separately](#)



TRIP SUMMARY

Trip Summary		
Overall Starting Point		
Leave From:	RES: ARLINGTON,VA	Edit
Leave:	15-Feb-10	
Location 1: ORLANDO (ORANGE),FL		
Leave From:	RES: ARLINGTON,VA	Edit
TDY/TAD Loc:	ORLANDO (ORANGE),FL	
Arrive:	15-Feb-10	
Leave:	19-Feb-10	
Carrier/ Flight:	US Airways (US) 1159	Edit
Conf/PNR:	123456	
Depart:	0835 - 15-Feb-10 DCA-Washington, DC (USA) (National Apt)	
Arrive:	1103 - 15-Feb-10 MCO-Orlando, FL (USA) (Int'l Apt)	
Rental Car:	ALAMO	Edit
Airport:	MCO - Orlando International Apt, FL (Uni	
Confirmation:	ABCD1234678-	
Pick-Up:	15-Feb-10 1130	
Drop-Off:	19-Feb-10 1530	
Overall Ending Point		
Leave From:	ORLANDO (ORANGE),FL	Edit
Return Loc:	RES: ARLINGTON, VA	
Arrive:	19-Feb-10	



CHANGE FLIGHT RESERVATION



Defense Travel System
A New Era of Government Travel

[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[RETURN TO LIST](#)[Air](#)[Rail](#)[Rental Car](#)[Lodging](#)[Other Transportation](#)[Summary](#)

Trip Summary



[Email this Itinerary](#) [Print this Itinerary](#)[Payment Information](#)[Final Trip Itinerary](#)

Air Travel Payment Summary:

[Add New Flight](#)


\$459.40 Total Cost (Including Taxes & Fees)

[View Flight Details](#)

				Cancel	Change
 US Airways 1159	Depart: 08:35 AM DCA-Washington, DC (USA) (National Apt) Arrive: 11:03 AM MCO-Orlando, FL (USA) (Int'l. Apt) Frequent Flyer #: US Airways - 54165165165121	Special Requests	Mon 02/15/2010	SEAT:	
				Cancel	Change
 US Airways 859	Depart: 03:45 PM MCO-Orlando, FL (USA) (Int'l. Apt) Arrive: 05:52 PM DCA-Washington, DC (USA) (National Apt) Frequent Flyer #: US Airways - 54165165165121	Special Requests	Fri 02/19/2010	SEAT:	
*Type: (Required) Comm Air (Indiv Bill)		Method of Reimbursement:		GOVCC	



CHANGE FLIGHT RESERVATIONS (Cont.)

**Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Air Travel


Modify Search

Please Note: A **Red Star (*)** indicates a field is required.

* Departure Airport (or city, state):
DCA-Washington, DC (USA) (Nat

* Arrival Airport (or city, state):
MCO-Orlando, FL (USA) (Int'l. Ap

* Arrival or Departure:
Departure

02/15/2010 

08:30 AM

Show Alternate Airports: ☐

[Search](#)

Air Travel

RESERVATIONS SUMMARY:

Changing rental car and lodging reservations:

1. Visit Rental Car/Lodging sections
2. Select Change link next to original selection
3. Make new reservations
4. Save changes


Updating expenses:

1. Visit Non-Mileage/Expenses sections
2. Delete unnecessary expenses
3. Modify existing expenses with new totals
4. Add any new estimated expenses

[Request Assistance in Booking Flights](#)



CHANGE FLIGHT RESERVATION ON VOUCHER

**Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Air](#) [Lodging](#) [Rental Car](#) [Rail](#) [Other Trans.](#)

Air Travel


Please select a flight from the trip summary on the right to edit air reservations.

Trip Summary

Overall Starting Point		
Leave From:	RES: ARLINGTON, VA	Edit
Leave:	22-Feb-10	
Location 1: SEATTLE, WA		
Leave From:	RES: ARLINGTON, VA	Edit
TDY/TAD Loc:	SEATTLE, WA	
Arrive:	22-Feb-10	
Leave:	26-Feb-10	
Carrier/Flight:	Delta Air Lines Inc. (DL) 2259	Edit
Conf/PNR:	123456	Remove
Depart:	0834 - 22-Feb-10 DCA-Washington, DC (USA) (National Apt)	
Arrive:	1030 - 22-Feb-10 MSP-Minneapolis / St. Paul, MN (USA)	
Carrier/Flight:	Delta Air Lines Inc. (DL) 2113	Edit
Conf/PNR:	123456	Remove
Depart:	1145 - 22-Feb-10 MSP-Minneapolis / St. Paul, MN (USA)	
Arrive:	1338 - 22-Feb-10 SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)	
Rental Car:	FOX RAC	Edit
Airport:	SEA - Seattle/Tacoma International Apt,	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	22-Feb-10 1400	
Drop-Off:	26-Feb-10 1230	



FLIGHT ON VOUCHER (Cont.)

**Defense Travel System**
A New Era of Government Travel

ItineraryTravelExpensesAccountingAdditional OptionsReview/Sign

AirRailRental CarLodgingOther TransportationSummary

Other Trans.

Use this screen to enter Other Ticketed Transportation information.
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A **Red Star** (*) indicates a field is required.


* Type:


* Description:


* Ticket No:

* Ticket Value:

Cost:
(If different from
ticket value)

* Departure Date
(mm/dd/yyyy): 

Issue Date
(mm/dd/yyyy): 

* Ticket Date
(mm/dd/yyyy): 

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

Continue without Saving

Save

Trip Summary

Overall Starting Point

Leave From: **ARLINGTON,VA** [Edit](#)
Leave: 15-Feb-11

Location 1: ORLANDO (ORANGE),FL


Leave From: **ARLINGTON,VA** [Edit](#)
TDY/TAD Loc: **ORLANDO (ORANGE),FL**
Arrive: 15-Feb-11
Leave: 19-Feb-11
Carrier/Flight: US Airways (US) 1189 [Edit](#)
Conf/PNR: 123456
Depart: 15-Feb-11 07:15PM
DCA-Washington, DC (USA) (National Apt)
Arrive: 15-Feb-11 09:35PM
MCO-Orlando, FL (USA) (Intl. Apt)
Rental Car: ALAMO [Edit](#)
Airport: MCO - Orlando International Apt, FL (Uni
Confirmation: ABCD1234678-
Dropoff: 19-Feb-11 10:00AM
Pickup: 15-Feb-11 10:00PM

Overall Ending Point

Leave From: **ORLANDO (ORANGE),FL** [Edit](#)
Return Loc: **ARLINGTON,VA**
Arrive: 19-Feb-11
Carrier/Flight: US Airways (US) 3144 [Edit](#)
Conf/PNR: 123456
Depart: 19-Feb-11 10:40AM
MCO-Orlando, FL (USA) (Intl. Apt)
Arrive: 19-Feb-11 12:47PM
DCA-Washington, DC (USA) (National Apt)



RENTAL CAR ON VOUCHER

**Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST

Air Lodging **Rental Car** Rail Other Trans.


Rental Car

Use this screen to save the selected rental car.

TDY/TAD Location:	ORLANDO (ORANGE),FL
Pick-Up Date:	23-Mar-10
Pick-Up Time:	9:00AM
Drop-Off Date:	25-Mar-10
Drop-Off Time:	6:00PM

Rental Car Selected ☐ (ER) En Route






\$191.96

Rental Car: **ENTERPRISE**
Car Class: **Compact Car**
Location: **MCO - Orlando International Apt, FL (Uni)** 

Rental rate is estimated and does not include the Government Administrative Supplemental fee of \$5 per day.
Restrictions: Daily \$45.00, Extra Day \$45.00, Extra Hour \$16.67, Unlimited miles/kilometers, Estimated Total Cost \$191.96

[OSI-Other Supplementary Information](#)

Enter the following details:

Pick-Up Date:	<input type="text" value="03/23/2010"/>	
Pick-Up Time:	<input type="text" value="09:00 AM"/>	
Drop-Off Date:	<input type="text" value="03/25/2010"/>	
Drop-Off Time:	<input type="text" value="06:00 PM"/>	
Cost:	<input type="text" value="191.96"/>	
Method of Reimbursement:	<input type="text" value="GOVCC-Individual"/>	

Comments to the Travel Agent:
→

Save Selected Car

Trip Summary

Overall Starting Point

Leave From:	RES: ARLINGTON,VA	Edit
Leave:	23-Mar-10	

Location 1: ORLANDO (ORANGE),FL

Leave From:	RES: ARLINGTON,VA	Edit
TDY/TAD Loc:	ORLANDO (ORANGE),FL	
Arrive:	23-Mar-10	
Leave:	25-Mar-10	
Rental Car:	ENTERPRISE	Edit
Airport:	MCO - Orlando International Apt, FL (Uni)	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	23-Mar-10 9:00AM	
Drop-Off:	25-Mar-10 6:00PM	

Overall Ending Point

Leave From:	ORLANDO (ORANGE),FL	Edit
Return Loc:	RES: ARLINGTON, VA	
Arrive:	25-Mar-10	



VERIFY LODGING AMOUNTS



Defense Travel System
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)


Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
02/22/10	SEATTLE,WA	Edit	Reset	159.00	159.00 GOVCC-Individual	53.25 Personal	159 / 71	NONE				
02/23/10	SEATTLE,WA	Edit	Reset	159.00	159.00 GOVCC-Individual	71.00 Personal	159 / 71	NONE				
02/24/10	SEATTLE,WA	Edit	Reset	159.00	159.00 GOVCC-Individual	71.00 Personal	159 / 71	NONE				
02/25/10	SEATTLE,WA	Edit	Reset	159.00	159.00 GOVCC-Individual	71.00 Personal	159 / 71	NONE				
02/26/10	SEATTLE,WA	Edit	Reset	0.00	0.00 GOVCC-Individual	53.25 Personal	159 / 71	NONE				

[Reset All](#)

[Edit All](#)



REVIEW/SIGN

**Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

Preview Other Auths. Pre-Audit **Digital Signature**

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: **SIGNED** ▼

Routing List: **CSD** ▼

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Eric T Carson	0

Document History

Status	Date	Time	Name	Remarks
CREATED	11/26/08	1412	Eric T Carson	

> [View Reasons for Audit Failures](#) > [View Adjustments](#)



QUESTIONS?





RESERVATION AUTO-CANCEL

- DTS uses a book-as-you-go process
- Reservations placed in DTS are from same inventory pool as general public
- DTS auto-cancels any reservations from authorizations not SIGNED within 24 hours




AUTOMATIC WARNING MESSAGES

- ☐ Pop-up warnings
 - After initial reservation or changes to reservations
 - Traveler exits DTS without applying SIGNED stamp
- ☐ Reminder emails
 - Sent when traveler does not apply the SIGNED stamp to authorization
 - Sent to traveler and travel preparer/NDEA if a different person input reservations
- ☐ Auto-cancel email notification
 - Notifies traveler after 24 hours that reservations have been auto-cancelled



ACCESSING THE AUTHORIZATION

Logged In As: ERIC T CARSON [Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup Administrative ▼

Authorizations/Orders
Vouchers
Local Vouchers
Group Authorizations/Orders

ERIC T CARSON
DTMOCS

Org Access:
Group Access:
Permission:

Message Center

New functionality is scheduled to be released in EWTs on September 20, 2008 to coincide with DTS software Release 4, version 1.7.1.13 scheduled for Saturday, 27 September 2008. This release contains modifications to existing cancellation procedures for Centrally Billed Account trips, the addition of a new cancellation method to supplement existing procedures, and the addition of new features for Import/Export documents. Please visit the DTMO website for more information.

My Signed Documents

Document Name	Current Status	Departure Date	Type
ECINDIANAPOLI090808_A01	PAY PROCESS IGNORE	09/08/08	AUTH
ECINDIANAPOLI090808_A02	POS ACK RECEIVED	09/08/08	AUTH
ECKANSASCITYM092108_A01	POS ACK RECEIVED	09/18/08	AUTH
ECLASVEGASNV092408_A01	POS ACK RECEIVED	09/24/08	AUTH
ECALBANYGA101208_A01	PAY LINK	10/12/08	AUTH
ECALBANYGA101208_V01	PAY LINK	10/12/08	VCH
ECSANDIEGOCA101208_A01	PAY LINK	10/12/08	AUTH
ECSYRACUSENY112308_A01	PAY LINK	11/23/08	AUTH



CANCEL - NO EXPENSES INCURRED

Logged In As: [ERIC T. CARSON](#)

Screen ID: 1001.1

[Close Window](#)Traveler Name: [ERIC T. CARSON](#)

Document Type: Authorization

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[View Vouchers](#)[View Local Vouchers](#)[View Group Authorizations](#)

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#)[Create Trip Template](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
ECUNK031008	N/A	CREATED		edit	print	remove	
ECSYRACUSENY112308_A01	11/23/08	PAY LINK	ONZMCW	view	print	trip cancel	amend
ECTOKYOCITYJP110108_A01	11/01/08	CREATED		edit	print	remove	
ECTOKYOCITYJP110108_A02	11/01/08	CREATED		edit	print	remove	
ECALBANYGA101208_A01	10/12/08	PAY LINK	ONZM7G	view	print		
ECSANDIEGOCA101208_A01	10/12/08	PAY LINK	ONZMCS	view	print	trip cancel	amend



TRIP CANCELLATION SCREEN

Logged In As: ERIC T CARSON

Document Name: ECKANSASCITYM100608_A02

Screen ID: 1001.6

[Close Window](#)Traveler Name: ERIC T CARSON

Document Type: Authorization

[Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.



No Expenses were incurred



Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment

[Return to Document List](#)[Continue](#)



RESERVATIONS CANCELLED WARNING

Logged In As: [ERIC T CARSON](#)

Document Name: ECKANSASCITYM100608_A02

Screen ID: 1001.6

[Close Window](#)Traveler Name: [ERIC T CARSON](#)

Document Type: Authorization

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

☒ No Expenses were incurred☐ Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment

Windows Internet Explorer



This action is non-reversible. In order to exit this process select the "Return to Document List" button.

OK

[Return to Document List](#)[Continue](#)



DOCUMENT HISTORY - ADJUSTED

Logged In As: [ERIC T CARSON](#) Document Name: ECKAN5ASCITYM100608_A02 Screen ID: 1059.1 [Close Window](#)
Traveler Name: [ERIC T CARSON](#) Document Type: Authorization [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)
[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

☐ Stamp Doc without adjustment

[Submit Completed](#)

Pending Routing Actions

Awaiting Status Change To	By
APPROVED	HELEN
APPROVED	CHRIS

Document History

Status	Date	Time	Name	Remarks
CREATED	09/29/08	0845	ERIC T CARSON	
CTO SUBMIT	10/03/08	0817	ERIC T CARSON	
SIGNED	10/03/08	0817	ERIC T CARSON	
CTO BOOKED	10/03/08	0817	CTO	
ADJUSTED	10/03/08	0841	ERIC T CARSON	Trip Cancelled
CTO CANCELLED	10/03/08	0841	CTO	


[View Reasons for Audit Failures](#) [View Adjustments](#)

Document History



OTHER AUTHS and PRE-AUDIT

Logged In As: ERIC T CARSON Document Name: ECKANSA5CITYM100608_A02 Screen ID: 1059.1 [Close Window](#)
Traveler Name: ERIC T CARSON Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit **Digital Signature**

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: **SIGNED**


Routing List: **CSD**

Additional Remarks:

The estimated transportation related



OTHER AUTHS AND PRE-AUDIT REVIEW

**Defense Travel System**
A New Era of Government Travel

RETURN TO LIST


Other Authorizations

The following are the additional authorizations that "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations for this trip do not exist. Select the link for "Add Additional Authorizations For This Trip" to add other authorizations that may apply to this trip.

Proceed to the following page:

**Defense Travel System**
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

0 Items have been Flagged in this Travel Document

Save And Proceed To Digital Signature

Proceed to the following page:



DIGITAL SIGNATURE SCREEN

Logged In As: ERIC T CARSON

Document Name: ECKANSASCITYM100608_A02

Screen ID: 1059.1

[Close Window](#)

Traveler Name: ERIC T CARSON

Document Type: Authorization

[Help for this screen](#)



Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#)[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: **SIGNED**

Routing List: **CSD**

Additional Remarks:

☐ Stamp Doc without adjustment

[Submit Completed Document](#)

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
APPROVED	HELEN D CARSON	25
APPROVED	CHRIS A CARSON	25



TRIP CANCELLATION WITH EXPENSES INCURRED


- Traveler must complete a voucher
- Reimbursable expenses:
 - o CTO fees
 - o Conference registration fees
 - o Non-refundable room deposits for lodging or last-minute cancellation fees
 - Acquire a hotel cancellation number from the CTO or from the hotel directly to avoid no-show fees
 - o ATM fees for GTCC ATM advances
- SPPs and advances must be repaid



TRIP CANCELLATION SCREEN

Logged In As: ERIC T CARSON Document Name: ECSANDIEGOCA101208_A01 Screen ID: 1001.6 [Close Window](#)

Traveler Name: ERIC T CARSON Document:

 **Defense Travel System**
A New Era of Government Travel

Trip Cancellation

To cancel this authorization, check the option that best describes the reason for cancellation. If expenses were incurred to the traveler and/or government, select the 'Expenses were incurred...' option. Then select the 'Expenses were incurred...' option. Then select the 'Expenses were incurred...' option.

<input type="radio"/>	No Expenses were incurred
<input type="radio"/>	Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment

[Return to Document List](#) [Continue](#)

1. SPP submitted for payment
2. SPP paid out
3. CTO TICKETED stamp detected
4. CTO fee charged
5. CBA ticketed on/within ticketing date (3 business days prior to TDY)
6. CBA ticket status of MATCHED



AUTHORIZATION NOT APPROVED POP-UP

Logged In As: [ERIC T CARSON](#)

Document Name: ECNORFOLKVA102008_A01


Screen ID: 1001.6

[Close Window](#)

Traveler Name: [ERIC T CARSON](#)

Document Type: Authorization

[Help for this screen](#)




Defense Travel System
A New Era of Government Travel

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

<input type="radio"/>	No Expenses were incurred
<input checked="" type="radio"/>	Expenses were incurred partial payment



You have selected to cancel this trip and have indicated that you have incurred expenses. This authorization has not been APPROVED. Once the Authorization has been APPROVED, you will need to create the voucher and add the incurred expense so that reimbursement can be made.

OK

Return to Document List

Continue



RESERVATIONS CANCELLED WARNING

Logged In As: ERIC T CARSON

Document Name: ECNORFOLKVA102008_A01

Screen ID: 1001.6

[Close Window](#)Traveler Name: ERIC T CARSON

Document Type: Authorization

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

☐ No Expenses were incurred☒ Expenses were incurred to traveler or government or non-ATM advance or scheduled partial payment

Windows Internet Explorer



This action is non-reversible and will fundamentally alter your document. If your authorization has been approved, this process will create your voucher and reservations will be cancelled once signed by the traveler or NDEA.

OK

[Return to Document List](#)[Continue](#)



VOUCHER - NON-MILEAGE EXPENSES

Logged In As: [ERIC T. CARSON](#)

Document Name: ECSANDIEGOCA101208_V01

Screen ID: 1036.1

[Close Window](#)Traveler Name: [ERIC T. CARSON](#)

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[RETURN TO LIST](#)[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[Non-Mileage](#)[Mileage](#)[Per Diem Entitlements](#)[Substantiating Records](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)

Leave: 12-Oct-08 Return: 18-Oct-08

Add Expense* Expense Type:

- OR -

* Cost: \$ * Date: (mm/dd/yyyy) * Method of Reimbursement: [view expense details / currency calculator](#)[Save Expense](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Gasoline-Rental/Govt. Car	10/18/08	\$0.00	Edit Remove
Hotel Sales Tax	10/18/08	\$0.00	Edit Remove
Parking - Terminal	10/18/08	\$0.00	Edit Remove
Laundry	10/18/08	\$0.00	Edit Remove
Registration Fees	10/18/08	\$0.00	Edit Remove

Total Expenses: \$0.00

Proceed to the following page:

[Continue](#)



VOUCHER - EDIT EXPENSES

Logged In As: ERIC T. CARSON

Document Name: ECSANDIEGOCA101208_V01

Screen ID: 1036.1

[Close Window](#)

Traveler Name: ERIC T. CARSON

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)[RETURN TO LIST](#)[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[→ create an expense item from a government charge card transaction](#)

Leave: 12-Oct-08 Return: 18-Oct-08

Edit Expense* Expense Type: - OR - * Cost: \$ * Date: * Method of Reimbursement: [→ view expense details / currency calculator](#)[Save Expense](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Gasoline-Rental/Govt. Car	10/18/08	\$0.00	Edit Remove
Hotel Sales Tax	10/18/08	\$0.00	Edit Remove
Parking - Terminal	10/18/08	\$0.00	Edit Remove
Laundry	10/18/08	\$0.00	Edit Remove
Registration Fees	10/18/08	\$0.00	Edit Remove

Total Expenses: \$0.00

Proceed to the following page:

[Continue](#)



ZERO OUT PER DIEM ENTITLEMENTS

Logged In As: [ERIC T WASHINGTON-A](#)

Document Name: EWHONOLULUHI122711_V01

Screen ID: 1022.1

[Close Window](#)Traveler Name: [ERIC T WASHINGTON-A](#)

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[RETURN TO LIST](#)[Non-Mileage](#)[Mileage](#)[Per Diem Entitlements](#)[Substantiating Records](#)

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
12/27/11	HONOLULU,HI	Edit	Reset	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	0 / 0	NONE				
12/28/11	HONOLULU,HI	Edit	Reset	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	0 / 0	NONE				
12/29/11	HONOLULU,HI	Edit	Reset	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	0 / 0	NONE				

[Reset All](#)[Edit All](#)

Proceed to the following page:

[Accounting Codes](#)[Continue](#)



CALCULATED TRIP COST/BALANCE DUE US

Accounting Summary

Actual/Estimate

Accounting Code: 09 TRAVEL [Edit](#)
COM. CARR.-I: \$0.00
LODGING: \$0.00
M&IE: \$0.00
OTHER: \$150.00
RENTAL CAR: \$0.00
TRANSPORT: \$0.00
09 TRAVEL Sub Total: \$150.00

Calculated Trip Cost: \$150.00

Allowed

Accounting Code: 09 TRAVEL [Edit](#) SDN: ONZMCS
COM. CARR.-I: \$0.00
LODGING: \$0.00
M&IE: \$0.00
OTHER: \$150.00
RENTAL CAR: \$0.00
TRANSPORT: \$0.00
09 TRAVEL Sub Total: \$150.00

Calculated Trip Cost: \$150.00

Disbursing Summary

Total Prior Payments: \$0.00

Balance Due US: \$0.00

Net Distribution

Personal(\$): \$0.00

Individual GOVCC(\$): \$150.00

Total(\$): \$150.00

Document Totals

Actual/Estimate

COM. CARR.-I: \$0.00
LODGING: \$0.00
M&IE: \$0.00
OTHER: \$150.00
RENTAL CAR: \$0.00
TRANSPORT: \$0.00
Calculated Trip Cost: \$150.00

Baseline Trip

COM. CARR.-I: \$0.00
LODGING: \$0.00
M&IE: \$0.00
OTHER: \$150.00
RENTAL CAR: \$0.00
TRANSPORT: \$0.00
Calculated Trip Cost: \$150.00

[View Worksheet](#)

Advances and Scheduled Partial Payments Summary

No Advances Requested.

Trip Length does not allow Scheduled Partial Payments.

[Save And Proceed To Other Auths](#)



COMMENTS TO THE AO

Logged In As: [ERIC T CARSON](#)

Document Name: ECCOLORADOSPR061409_A01


Screen ID: 1064.5

[Close Window](#)

Traveler Name: [ERIC T CARSON](#)

Document Type: Authorization

[Help for this screen](#)

**Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

Preview Other Auths. Pre-Audit Digital Signature

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses.

Reference Information

Reference:

Document Comments

Comments to the Approving Official:	<input type="text"/>
Comments from the Travel Agent:	None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: CONFERENCE ATTENDANCE

Document Totals

Actual/Estimate	No Accounting Information Available.
LODGING:	\$0.00
M&IE:	\$0.00
OTHER:	\$55.00
Calculated Trip Cost:	\$55.00

Advances and Scheduled Partial Payments Summary

No Advances Requested.

Trip Length does not allow Scheduled Partial Payments.

[Save And Proceed To Other Auths](#)

Proceed to the following page: [Continue](#)



FINAL STEPS IN TRIP CANCELLATION

- Traveler signs voucher
- Voucher routes through routing list
- AO reviews document
 - If corrections/explanation required, AO should return voucher to traveler
- AO stamps voucher APPROVED
- Traveler receives reimbursement



KEY POINT SUMMARY

- Unless en route, make itinerary changes in DTS
- Adjustments vs. Amendments
 - Adjustments = before APPROVED
 - Amendments = after APPROVED
- Authorizations not SIGNED within 24 hours are auto-cancelled
- Cancelled authorizations with no expenses incurred must be SIGNED and receive the CANCELLED stamp from AO
- Common expenses incurred for cancelled trips include:
 - CTO fees
 - SPPs & advances (must be repaid by traveler)
- Travelers must complete a voucher for cancelled trips with expenses incurred



CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website & TraX



THANK YOU FOR ATTENDING DISTANCE LEARNING

**For a three month schedule of
DTMO distance learning classes**

**Go to the
DTMO Website > Training Resources Center**